



Planning Commission Meeting  
June 16, 2021, 5:30 PM

Tim Hauptert called the Planning Commission meeting to order at 5:30 p.m.

**PRESENT:** Mayor Cegelka, Jeff Adie, Scott, McColl Tim Hauptert

**OTHERS PRESENT:** Law Director Mark Marong, Building Commissioner Bob Rodic,  
Engineer Mike Henry

**ABSENT:** Kel Billings

**PUBLIC HEARING:**

**Public Hearing for the purpose to discuss amending Section 1119 of the Glenwillow  
Codified Ordinance to include Section 1119.11, entitled "Professional Fees and Costs;  
Account Required; Appeal of Professional Fees."**

**This was referred to the Planning Commission by Village Council for review and recommendation.**

The Public Hearing opened at 5:31 PM. There being no comments, the Public Hearing closed at 5:34 PM.

**Motion by Jeff Adie second by Scott McColl to approve the minutes of the  
April 21, 2021, Planning Commission Meeting.**

**Yeas—Mayor Cegelka, Adie, Hauptert, McColl  
4 yeas – 0 nays**

**Motion carried**

**OLD BUSINESS:**

**None**

**NEW BUSINESS:**

**REQUEST FOR SITE APPROVAL OF A 22' X 14' GAZEBO CANOPY ON THE PARKING  
LOT SIDE OF THE STRUCTURE AT 29765 PETTIBONE ROAD (PREVIOUSLY APPROVED  
AS A 12' X 14' GAZEBO CANOPY):**

Building Official Bob Rodic reported; Scott Rafuse, the owner of the Glenwillow Grille located at 29765 Pettibone Road is requesting site approval to authorize the placement of a 22' x 14' accessory building (gazebo canopy) on the rear (parking lot side) of the property which is zoned Village Center Business District. The structure was previously approved by the Planning Commission in April with a 14' x 12' footprint. The site abuts the General Industrial District to the east and to the north and the Village Center Business District to the south. The gazebo canopy accessory structure is a kit-of-parts, which is detailed in the application, and will cover the entire concrete pad on the north side of the main building. The application includes a site plan depicting the location; an image of the gazebo canopy and elevational view looking south from the parking lot in front of the main building. The plan conforms to the Zoning Code.

Tim Hauptert questioned the reason for wanting to change to a bigger size. Bob Rodic responded; there was COVID money made available to businesses and Mr. Rafuse decided to take advantage of the funds for a bigger structure to fit more patrons under.

Mark Marong noted that at the last meeting, Planning Commission made the motion *subject to the approval of the Chief Building Official as to installation and area is posted "No beverages beyond this point."* Since a new site plan is being considered for approval, he asked to make the same conditions in the motion tonight.

**Motion by Mayor Cegelka second by Scott McColl for site approval of a 22' x 14' accessory building (gazebo canopy) at the rear of the building (parking lot side) at 29765 Pettibone Road, Glenwillow Grille subject to the approval of the Chief Building Official as to installation and area is posted "No beverages beyond this point."**

**Yeas—Mayor Cegelka, Adie, Hauptert, McColl  
4 yeas – 0 nays**

**REQUEST FOR SITE APPROVAL OF A WOODEN PATIO DECK AND POOL SURROUND  
LOCATED AT 27625 PERGL ROAD:**

Building Official Bob Rodic reported; Kelly and Charles Pompey, the owners of the property at 27625 Pergl Road are requesting site and design approval to construct a pool deck, stair approach and partial surround for the pool in the rear yard. The property is zoned Country Home District. The deck will be constructed of treated lumber. Guard and handrails will be fabricated from a black vinyl rail system. The application includes the site plan, an aerial view of the property, a plan view of the project, and an elevational view. There is no homeowner's association, and the plan conforms to the zoning code.

Property owner Charles Pompey was in attendance. Mr. Pompey stated; when they purchased the home there was already a pool existing. The original deck went right from the house to the pool and had no steps. The proposed deck will go halfway around the pool with a concrete pad between the house and the existing deck with steps down to the concrete pad and steps on the side of the new decking going up to the pool.

Tim Hauptert questioned if there will be a lock on the access to the pool. Mr. Pompey stated yes.

**Motion by Jeff Adie second by Scott McColl for site approval of a wooden patio deck and pool surround located at 27625 Pergl Road.**

**Yeas—Mayor Cegelka, Adie, McColl, Hauptert  
4 yeas – 0 nays**

**Motion carried**

**ORDINANCE NO. 2021-05-15: AN ORDINANCE AMENDING SECTION 1119 OF THE GLENWILLOW CODIFIED ORDINANCES TO INCLUDE SECTION 1119.11, ENTITLED “PROFESSIONAL FEES AND COSTS; ACCOUNT REQUIRED; APPEAL OF PROFESSIONAL FEES.”:**

Law Director Mark Marong explained; following the process for updating the Zoning Code, this item went to Council and Council referred it to the Planning Commission. If Planning Commission is ok with the requested change a motion can be made to refer back to Council for passage. This is a new code section that would allow for a deposit to be made by an applicant who is requesting a Use Variance; when a property owner wants to change the use of their parcel from a permitted use to something that is currently not permitted. When this happens there are other fees incurred such as legal, engineering, or consulting. The deposit would be made to the Building Department and the professional fees incurred would be paid by the applicant.

Tim Hauptert questioned how the fees are determined. Law Director Mark Marong responded; there is a dollar amount initially to start of \$1,000.

**Motion by Mayor Cegelka second by Jeff Adie referring Ordinance No. 2021-05-15: An ordinance amending Section 1119 of the Glenwillow Codified Ordinances to include Section 1119.11, entitled “Professional Fees and Costs; Account Required; Appeal of Professional Fees” to Council for approval.**

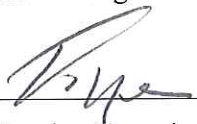
**Yeas—Mayor Cegelka, Adie, McColl, Hauptert  
4 yeas – 0 nays**

**Motion carried**

**ADJOURNMENT**

There being no further business to come before the Planning Commission, motion by Jeff Adie seconded by Mayor Cegelka to adjourn the meeting. Vote on the motion to adjourn was all yeas and no nays.

The meeting was adjourned at 5:52 p.m.

  
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Planning Commission

  
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Planning Commission Secretary-Lori A. Kovach